

**RFP for MSHDA's Compliance Monitoring Rental Portfolio  
Question Set #3 - Received 09/14/2004 & 9/15/2004**

1. In Section 6.7 the RFP states that monitoring of CNAs will be needed on some properties. How do we designate an additional fee for those properties with CNA reviews?

***If a higher cost per unit will be charged for physical inspections with CNA reviews, this cost per unit fee should be documented as follows in the Summary Section (Page 4) of the Proposed Fee Schedules (2005 and 2006) as shown below. The estimated number of CNA reviews was not provided in the RFP, therefore, calculating the "Amount" is not expected.***

**PROPOSED FEE SCHEDULE for 2005 Compliance Year**

**SUMMARY OF PROPOSED FEE SCHEDULE**

	<b>Amount</b>	<b>Describe</b>
1 Total (a)	\$0.00	
2 Additional Fee, if any		<b><i>Physical Inspection with CNA Review-Cost per Unit: \$</i></b>

2. Will each proposal be taken as a whole or will MSHDA divide a proposal?

***MSHDA has made no pre-determination of the configuration areas for Contract awards. All eligible proposals will be reviewed and scored by Authority staff and the selection of Contractor(s) will be based on the consideration of all relevant factors of the proposals received.***

***MSHDA will accept and consider multiple Proposed Fee Schedules from bidders for alternates pricing for different configurations of the work. If multiple Schedules are submitted, the Schedules must include the proposed cost for both 2005 and 2006.***

3. What will MSHDA do if there are some portions of the scope of work that receive no bids?

***The Contracts awarded for 2005 must cover the scope of work for the entire state of Michigan. In the event that a geographic area is not included in the bids, MSHDA would need to negotiate with the highest scoring potential Contractors to cover the missing area.***

4. In Section 5.1 the contractor is asked to review "move-in income" and "current income." It also lists "Recertifications." Are these "Recertifications" different from "current income?"

***The current income of the tenant is only one component of the recertification process. Review of the "recertifications for each household"***

***includes all of the components of the process and the rules may vary depending on the program.***

5. Also Section 5.1 says: "Developments with multiple sources of funding will default to the most restrictive program requirements." Does this mean that if a Tax Credit property is combined with another program, the contractor will inspect 20% of the files in each building every 18 months and 20% of the units in each building every 12 months? If not, how will the contractor know which inspection is a Tax Credit inspection and which is not?

***The frequency developments are audited or inspected will default to the most restrictive program requirement. For example a tax credit property with Section 8 would be on the 18 month file audit schedule, which would more than meet the three year tax credit schedule. However, it is possible that more than 20% of the files would need to be audited to meet the tax credit per building requirement.***

***MSHDA's portfolio is large and very complex and a thorough review and analysis of the legal documents for each development in the portfolio is necessary in order to determine and document development-specific compliance requirements. This project is well underway and it is anticipated that this development-specific information will be provided to Contractors selected for work in 2005.***

6. In Section 6.6 it is mentioned that building code violations must be documented in the Physical Inspection Report. Where in the report will this be entered?

***The ability to add a field to the MHI inspection reports to collect this information is currently being explored. Until this field becomes available, the information would be reported as a narrative comment in the summary section on Page 1 of the report.***

7. Will re-inspections be paid at the same unit rate as other unit inspections for that county?

***The proposed reinspection fee should be included in the Summary Section (Page 4) of the Proposed Fee Schedules (2005 & 2006) as shown below. Since the estimated number of reinspections was not provided in the RFP, there is no need to estimate an "Amount" for this item.***

## **PROPOSED FEE SCHEDULE for 2005 Compliance Year**

### **SUMMARY OF PROPOSED FEE SCHEDULE**

	<b>Amount</b>	<b>Describe</b>
1 Total (a)	\$0.00	
2 Additional Fee, if any		Reinspection Fee - Cost per Unit: \$_____

8. In several places the contractor is required to correspond with the "Management Agent/Owner." Will MSHDA be providing Owner contact information?

***Yes, MSHDA will provide Owner contact information.***

9. The last sentence of Section 5.6.1 could be interpreted to mean that the contractor must give the agent/owner a second chance to correct outstanding items before MSHDA resolves the issues. Is it true that, if all items are not corrected in the agent/owner's first response, those items will be resolved by MSHDA?

***Upon receipt of the Contractor's notice to the Management Agent/Owner that outstanding items still exist, MSHDA will begin taking enforcement action.***

10. The RFP does not mention the inspection frequency and % of units to see on HOME properties. Are they to be inspected as MSHDA Funded properties?

***The frequency and % of units to be audited or inspected on HOME properties will be determined for each property based on the most – restrictive program in the development. MSHDA will provide the frequency requirement for every development.***

11. We assume from the wording of the RFP that a different file and/or physical fee can be proposed for each county. Is this correct?

***It is anticipated that proposed file audit fees per unit will be consistent for the portfolio throughout the state and will not be dependent on the county. Likewise, it is anticipated that proposed physical inspection fees per unit will be consistent for the portfolio and will not be dependent on the county. However it is acceptable to bid on a specific geographic region or regions.***

12. Is MSHDA open to communicating through an equivalent alternative to Access and Word?

***MSHDA will require electronic communication through Microsoft or a compatible program as stated in the RFP.***